

CITY OF HAMILTON

PUBLIC HEALTH SERVICES
Healthy Living Division

Report to: Mayor and Members Board of Health	Submitted by: Elizabeth Richardson, MD, MHSc, FRCPC Medical Officer of Health Public Health Services
Date: November 9, 2007	Prepared by: Vicki Edwards x 3632

SUBJECT: Terms of Reference for the Community Food Security Stakeholder Committee - BOH07031(a) (City Wide)

RECOMMENDATION:

That the Terms of Reference for the Community Food Security Stakeholder Committee attached as Appendix "A" to Report BOH07031(a) be approved.

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Medical Officer of Health
Public Health Services

EXECUTIVE SUMMARY:

Draft terms of reference for the Community Food Security Stakeholder Committee including mandate, objectives, membership, chair, and frequency of meetings have been developed and are attached for the consideration of the Board of Health.

BACKGROUND:

At the Board of Health meeting on June 25th 2007, the following motions were carried in response to Food Security BOH07031 (Item 7.1):

- a) That Public Health Services staff be directed to form a stakeholders' committee to develop a food continuum policy and strategic action plan with community input.

- (b) That the Membership of the stakeholders committee include appropriate community stakeholders, City staff and the following City Councillors: B. McHattie, R. Pasuta, and B. Bratina.

Draft terms of reference have been developed for this committee (see Appendix A).

ANALYSIS/RATIONALE:

The terms of reference are intended to provide clear objectives and direction to the group.

ALTERNATIVES FOR CONSIDERATION:

A single Chairperson could be approved, instead of the proposed Co-Chair model.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None

POLICIES AFFECTING PROPOSAL:

None

RELEVANT CONSULTATION:

The terms of reference were developed with consideration of the terms of reference of other City of Hamilton Advisory Committees:

- Advisory Committee For Persons With Disabilities
- Immigrant And Refugees Issues Committee
- Advisory Committee Against Racism
- Gay, Lesbian, Bisexual & Transgender Advisory Committee
- Hamilton Aboriginal Advisory Committee
- The Hamilton Mundialization Committee
- Seniors Advisory Committee
- Hamilton Status of Women Committee

and consultation with the City Clerk's Office, the Poverty Roundtable Director and Community Services Department.

CITY STRATEGIC COMMITMENT:

A Community Food Security Stakeholder Committee supports the triple bottom line approach. Expanded staff and councillor participation will ensure alignment with corporate strategic direction. A food policy and action plan would provide a basis/framework upon which future policies and program decisions could be realized.

Community Well-Being is enhanced. Yes No

Improving food security and access to nutritious food will positively impact the health of the community.

Environmental Well-Being is enhanced. Yes No

Food security promotes a sustainable food system where food is produced and distributed in a safe, sustainable and environmentally sound manner.

Economic Well-Being is enhanced. Yes No

Buying local food creates local job opportunities, puts money back in the local economy and supports rural communities.

Does the option you are recommending create value across all three bottom lines? Yes No

A food secure community is the foundation of population health, social justice, community based economic development and a sustainable environment.

Do the options you are recommending make Hamilton a City of choice for high performance public servants? Yes No

Developing policies and programs that support food security provide a food system that fosters equitable food access, nutrition, community development and environmental health. It therefore helps to make Hamilton a City of choice in which to live and work.

Terms of Reference for the Community Food Security Stakeholder Committee

Mandate:

To develop a food continuum policy and strategic action plan that will move Hamilton towards being a place where all community residents obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes self-reliance and social justice.

Objectives:

- Develop a comprehensive community and city-wide policy that leads to community food security
- Create multi-sector partnerships and networks, including councillors, public health, city departments, non profit organizations, and the volunteer sector to develop the infrastructure needed to achieve sustainable food systems
- Recommend strategic actions and specific policy/by-law changes to support and enhance community food security
- Raise awareness about food system issues among Hamiltonians
- Ensure that a municipal economic development plan supports
 - land use policies that facilitate urban agriculture
 - local food businesses in low income neighbourhoods
 - increased community capacity for self-reliance for nutritious food
- Support local farmers with Eat Local initiatives
- Support Food Disclosure Systems in the food service industry
- Keep apprised of relevant monitoring and research initiatives and identify potential gaps
- Encourage innovation and community development by providing technical support to local organizations (e.g. research, grant writing)
- Advocate for an approach to physical planning that provides for sustainable agriculture
- Ensure that the perspectives of persons and communities who are experiencing food insecurity are taken into consideration
- Develop and maintain an annual work plan

Membership:

Stakeholders (8-10) representing, but not limited to:

- the agricultural community, preferably a member of the City of Hamilton Agricultural and Rural Affairs Advisory Committee
- local environmental groups including Eat Local Committee
- emergency food service providers
- social service advocates and/or providers
- Poverty Roundtable

- researchers
- labour organizations

City Councillors:

- Councillor Bratina
- Councillor McHattie
- Councillor Pasuta

City of Hamilton staff (6 – 8) non-voting members/technical support representing:

- Public Health Services (3-4 with expertise in nutrition, policy and health protection)
- Community Services (1-2)
- Economic Development (1)
- Public Works (1)
- Emergency Planning (1)

Each stakeholder group will assign a member to sit on the committee. At maximum, membership term coincides with the term of City Council. A person's membership ceases if three consecutive meetings are missed.

In the event that there are more than 10 interested representatives from the stakeholders group, members will be selected through an application and interview process and approved by the Board of Health and Council.

Alternates may attend when necessary, with voting privileges.

Sub-Committees and/or Work Groups will be struck and appointed by the Stakeholder Sub-Committee as per need to address specific topics, issues or questions (i.e., Eat local policy committee for the city, good food box work group.)

Chair:

The Committee will have two Co-Chairs, one a community representative and one a Councillor.

Minutes:

Minutes will follow the City of Hamilton template. Clerical support from Public Health Services will compile and circulate minutes to members within seven days of the meeting. Minutes will be included on the Board of Health agenda for information and any recommendations needing approval would be included in a report from the committee Chairs.

Reports to:

Board of Health

Frequency of Meetings:

Monthly, or at minimum quarterly and also at the call of the Chair.

No meetings to be held during the months of July, August and December unless called by the Chairs.

Work Group or Sub-committee meetings will be scheduled as required.

Review of Terms of Reference:

To be reviewed on an annual basis, at a minimum.

Approved on: